

REQUIRED COURSE MATERIALS AND READINGS

Intermediate Accounting 9th Canadian Edition, Volume 2
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CICA Handbook/Exposure Draft material (available in Innis library)

EVALUATION

Exams: We will have one Mid-Term Test, one group case, quizzes and a Final Examination (TBA). Exam scope is to be determined. Detailed time and location is listed in course schedule section.

Components and Weights

Mid-Term Test (individual)	40%
Case Assignment (group)	5%
Quizzes (individual)	10%
Final Exam (individual)	45%
Total	100%

NOTE: The use of a McMaster standard calculator is allowed during examinations in this course. See McMaster calculator policy at the following URL:

<http://www.mcmaster.ca/policy/Students-AcademicStudies/examinationindex.html>

Grade Conversion

At the end of the course your overall percentage grade will be converted to your letter grade in accordance with the following conversion scheme.

LETTER GRADE	PERCENT	LETTER GRADE	PERCENT
A+	90 - 100	C+	67 - 69
A	85 - 89	C	63 - 66
A-	80 - 84	C-	60 - 62
B+	77 - 79	D+	57 - 59
B	73 - 76	D	53 - 56
B-	70 - 72	D-	50 - 52
		F	00 - 49

Communication and Feedback

Students that are uncomfortable in directly approaching an instructor regarding a course concern may send a confidential and anonymous email to the respective Area Chair (mohde@mcmaster.ca) or the Associate Dean (adbusac@mcmaster.ca):

Students who wish to correspond with instructors or TAs directly via email must send messages that originate from their official McMaster University email account. This protects the confidentiality and sensitivity of information as well as confirms the identity of the student. Emails regarding course issues should NOT be sent to the Area Administrative Assistants.

Instructors are required to provide evaluation feedback for at least 10% of the final grade to students prior to Week #8 in the term.

Instructors may conduct an informal course review with students by Week #4 to allow time for modifications in curriculum delivery.

Students who wish to have a course component re-evaluated must complete the following form:

http://www.mcmaster.ca/policy/Students-AcademicStudies/Form_A.pdf

In order for the component to be re-read:

- the component must be worth 10% or more of the final grade in the course
- students pay a fee of \$50 in Gilmour Hall #209 (receipt is then brought to APO)
- the Area Chair will seek out an independent adjudicator to re-grade the component
- an adjustment to the grade for the component will be made if a grade change of three points or greater on the 12 point scale (equivalent to 10 marks out of 100) has been suggested by the adjudicator as assigned by the Area Chair
- if a grade change is made, the student fee will be refunded

Quizzes

Quizzes will cover material from the text book, readings, lectures and class discussion. The quizzes will be held randomly. The quizzes are likely to have multiple choice questions and/or exercises. They are **close-book** quizzes. No study aids are allowed. The use of a McMaster standard calculator is allowed.

Mid-Term Test

The test will cover material from the text book, readings, lectures and class discussion. Campus map is here: <http://parking.mcmaster.ca/June25UpdatedMapWithAutomation.PDF>

The test is likely to have multiple choice questions and problems. This is a **close-book** test. No study aids are allowed. The use of a McMaster standard calculator is allowed.

Group Case Write-Up Assignment

Students should organize themselves into groups of 2-4 students. There are no exceptions to this maximum group size. Assignments from groups comprising 2 students will not be graded any

differently than if the group has 4 members. The purpose of this assignment is to help prepare you for the final exam, which may include a case. Groups are allowed to “verbally” discuss the assigned case with each other but are not allowed to share their written work. Only students who constructively contributed should have their names on the assignment. Instructor and TAs will use www.Turnitin.com to check the group case assignment. Turnitin.com is an electronic resource to deter and detect plagiarism.

Final Examination

The final examination will cover material from the text book, readings, lectures and class discussion. This is a **close-book** examination. No study aids are allowed. The use of a McMaster standard calculator is allowed.

Participation

Class participation is required for all students through the course. Instructors and TAs will feel free to call on anyone at any time. Hence, it is imperative that you prepare for each and every class and reading. In general, contributions are evaluated in an ascending order from physically but not mentally present, to good chip shots, to quite substantial comments. Participation will **NOT** be graded by counting each contribution a student makes. Participation will be graded by examining the quality of contributions in each class.

How to maximize your learning and your grade

- 1) **Before Class: Read the appropriate chapters in the textbook** before the lecture and review any class handouts. Pay close attention to worked examples in the text. If possible, start working on the easier assigned questions. While class participation is not a formal requirement of your grade, the questions and discussions are designed to help students to better prepare for the mid-term and final examinations.
- 2) **Come to class.**
- 3) **After class: Do as many exercises and problems from the textbooks as possible.** Make sure you understand all the material covered in the classes and tutorials preceding the exams. The best way to prepare for the mid-term and final exams is to study for the text-book questions, and study the lectures, particularly the material not directly covered by the self-study questions.
- 4) **Ask if you do not understand.** When you study, stay focused on the material. In addition to attending lecture and tutorial classes, you should be spending 5-12 hrs per week studying the text and class notes, preparing for class participation and working through the assigned self-study questions.

ACADEMIC DISHONESTY

It is the student’s responsibility to understand what constitutes academic dishonesty. Please refer to the University Senate Academic Integrity Policy at the following URL:

<http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicIntegrity.pdf>

This policy describes the responsibilities, procedures, and guidelines for students and faculty should a case of academic dishonesty arise. Academic dishonesty is defined as to knowingly act

or fail to act in a way that results or could result in unearned academic credit or advantage. Please refer to the policy for a list of examples. The policy also provides faculty with procedures to follow in cases of academic dishonesty as well as general guidelines for penalties. For further information related to the policy, please refer to the Office of Academic Integrity at:

<http://www.mcmaster.ca/academicintegrity>

In this course we will be using Turnitin.com which is a plagiarism detection service. Students will be expected to submit their work electronically to Turnitin.com so that it can be checked against the internet, published works and Turnitin's database for similar or identical work. If a student refuses to submit his or her work to Turnitin.com, he or she cannot be compelled to do so and should not be penalized. Instructors are advised to accept a hard copy of the assignment and grade it as per normal methods. The assignment can be subjected to a Google search or some other kind of search engine if the instructor wishes. To see guidelines for the use of Turnitin.com, please go to:

<http://www.mcmaster.ca/academicintegrity/turnitin/students/index.html>

REQUESTING RELIEF FOR MISSED ACADEMIC WORK

1. Students may request relief from a regularly scheduled midterm, test, assignment or other course component in the following two ways:

- a) **for absences from classes lasting up to five (5) days; or**
- b) **for absences from classes lasting more than five (5) days.**

a) For absences from classes lasting up to five (5) days

Students must use the MSAF (McMaster Student Absence Form). This is an on-line, self-reporting tool, for which submission of medical or other types of supporting documentation is normally not required. Students may use this tool to submit a maximum of one (1) request for relief of missed academic work per term as long as the weighting of the component is worth 29% of the final grade or less. Students must follow up with their course instructors regarding the nature of the relief within two days of submitting the form. Failure to do so may negate the opportunity for relief. It is the prerogative of the instructor of the course to determine the appropriate relief for missed term work in his/her course.

If the value of the component is worth 30% or more, students must report to the APO to discuss their situation and will be required to provide appropriate supporting documentation.

b) For absences from classes lasting more than five (5) days

Students cannot use the MSAF. They MUST report to the APO to discuss their situation and will be required to provide appropriate supporting documentation.

Students who wish to submit more than one request for relief of missed academic work per term cannot use the MSAF. They must report to the APO and discuss their situation with an academic advisor. They will be required to provide supporting documentation and meet with the Director.

The MSAF cannot be used during any final examination period.

Students unable to write a mid-term at the posted exam time due to the following reasons: religious; work-related (for part-time students only); representing university at an academic or varsity athletic event; conflicts between two overlapping scheduled mid-term exams; or other extenuating circumstances, have the option of applying for special exam arrangements. Please see the DeGroot Missed Course Work Policy for a list of conflicts that qualify for academic accommodation

(<http://www.degroote.mcmaster.ca/ug/documents/MissedCourseWorkFormOct2012.pdf>).

Such requests must be made to the Academic Programs Office at least ten (10) working days before the scheduled exam along with acceptable documentation. Instructors cannot themselves allow students to unofficially write make-up exams/tests. Adjudication of the request must be handled by the Academic Programs Office.

If a mid-term exam is missed without a valid reason, students will receive a grade of zero (0) for that component.

STUDENT ACCESSIBILITY SERVICES

Student Accessibility Services (SAS) offers various support services for students with disabilities. Students are required to inform SAS of accommodation needs for course work at the outset of term. Students must forward a copy of such SAS accommodation to the instructor normally, within the first three (3) weeks of classes by setting up an appointment with the instructor. If a student with a disability chooses NOT to take advantage of an SAS accommodation and chooses to sit for a regular exam, a petition for relief may not be filed after the examination is complete. The SAS website is:

<http://sas.mcmaster.ca>

POTENTIAL MODIFICATIONS TO THE COURSE

The instructor and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check their McMaster email and course websites weekly during the term and to note any changes.

COURSE SCHEDULE

**Commerce 3AC3
Financial Accounting II
Winter 2013 Course Schedule**

WEEK	DATE	CHAPTER	TOPIC
1	January 7 – 13	Chapter 13	Non-Financial and Current Liabilities
2	January 14 – 20	Chapter 13 and 14	Non-Financial and Current Liabilities Long-Term Financial Liabilities
3	January 21 – 27	Chapters 14 and 15	Long-Term Financial Liabilities Shareholders' Equity
4	January 28 – February 3	Chapters 15	Shareholders' Equity
5	February 4 – 10	Chapters 16	Complex Financial Instruments
6	February 11 – 17	Chapter 17	Earnings Per Share
7	February 18 – 24	Mid-term recess	No Class
8	February 25 – March 3	Chapter 18	Income Taxes
9	March 4 – March 10	Chapters 18 and 19	Income Taxes Pensions and Other Employee Future Benefits
10	March 11 – 17	Chapter 19	Pensions and Other Employee Future Benefits
11	March 18 – 24	Chapters 19 and 20	Pensions and Other Employee Future Benefits Leases

WEEK	DATE	CHAPTER	TOPIC
12	March 25 – 31	Chapter 20	Leases
13	April 1– 7	Chapter 21	Accounting Changes and Error Analysis
14	April 8 – 9	Chapter 13 – 21	Final Exam Review
	Wednesday, April 10	Classes end	
	Friday, April 12 to Tuesday, April 30	Final Exam	Time and Location To Be Announced
	Group Case		Due on the Final Exam Date